

APPLICATION FOR A CERTIFIED COPY — SENIOR MICHIGAN BIRTH RECORD

Michigan Department of Health and Human Services

PART 1 - APPLICANT'S INFORMATION

Applicant's

Name: _____

Mailing Address: _____ City: _____ State: _____ Zip: _____

Daytime Phone w/area code - **Required**: _____ Other Phone w/area code: _____

PART 2 - CERTIFICATION OF INFORMATION PROVIDED

By signing this application, I understand that I am agreeing to pay for a search of the State of Michigan Vital Records. This does not guarantee that a record will be found.

Falsifying an application for a vital record and/or assuming the identity of another person is subject to criminal penalties (MCL 333.2894(b) and 445.65).

► **Applicant's Signature:** _____ **Date:** _____
Current valid Government-issued photo ID required (see back for Acceptable Documents)

PART 3 - PURPOSE FOR REQUESTING THE RECORD

PART 4 - ELIGIBILITY

Select the category that qualifies **YOU** to request and receive the requested Michigan birth record per MCL 333.2882. To qualify for the special senior citizen reduced fee, you must be **age 65 or older and requesting your own birth record**.

Are you the **PERSON (CHILD) NAMED ON THE RECORD** and are you age 65 or older?

☐ YES

☐ NO

If no, please use the regular birth application form

PART 5 - INFORMATION NEEDED TO FIND BIRTH RECORD BEING REQUESTED

Date of Birth (mm, dd, year)	Sex <input type="checkbox"/> Male <input type="checkbox"/> Female	Place of Birth (hospital, city, county)
Please include first, middle, and last names below:		Is the person named on the record adopted ? <input type="checkbox"/> Yes <input type="checkbox"/> No
Child's Full Name At Birth _____		Child's Full Name After Adoption: _____
Parent/Mother's Birth Name: _____		Adopted Parent/Mother's Birth Name: _____
Parent/Father's Birth Name: _____		Adopted Parent/Father's Birth Name: _____

If the applicant's current name is different from their birth name on the record, provide info (required)

☐ Marriage: Place of Marriage (state) _____ Date of Marriage _____

☐ Court Ordered New Legal Name (court order must be provided)

First _____ Middle _____ Last _____

PART 6 - FEES Includes one certified copy or no-find letter

Senior Citizen (Age 65+) Reduced Fee (Must be requesting own birth record)	\$14.00	\$
Additional Copies (Each) _____ x \$16.00		\$
Additional Years Search, # yrs _____ x \$12.00 (when exact year unknown) Years you want searched: _____		\$
Expedited "RUSH" Service (additional)	\$12.00	\$
Payment to "State of Michigan" TOTAL		\$

For Accounting Use Only

Is your request complete? Don't forget your ID!

APPLY ONLINE OR BY PHONE

ONLINE: www.michigan.gov/vitalrecords

PHONE: 866-443-9897

Online and phone orders are serviced by VitalChek. All orders received by this method are considered rush service and processed in approximately two-weeks. There is an additional \$14.00 VitalChek processing fee. There is an optional Will-Call pickup and UPS overnight delivery* (*+\$19.75), and you should receive the record in 2-5 business days.

PAYMENT: A credit card is required for online and phone order requests.

VitalChek is the ONLY approved online and phone service provider for the State of Michigan.

PROCESSING TIMES FOR MAIL REQUESTS

REGULAR SEARCH: The processing time for a regular request will be approximately 5 weeks, depending on the volume of requests received.

EXPEDITED (RUSH) SEARCH: The processing time for a "rush" request will be approximately 2 weeks, depending on the volume of requests received.

APOSTILLES: Applying the apostille at the Secretary of State's Office of the Great Seal for any request takes an additional 2-3 weeks after processing in Vital Records is completed. For more information on obtaining an apostille on your own behalf, visit: <https://www.michigan.gov/sos/elections/great-seal/great-seal>

ADDITIONAL INFORMATION: If you find that the processing times listed do not meet your needs, please visit www.michigan.gov/vitalrecords or call our Eligibility Unit at 517-335-8666 and speak with a customer service representative. They may be able to offer additional help to meet your individual situation.

MAIL APPLICATION TO

REGULAR MAIL TO:
Vital Records Requests
PO Box 30721
Lansing MI 48909

RUSH MAIL TO:
Vital Records RUSH
PO Box 30721
Lansing MI 48909

**www.michigan.gov/vitalrecords
517-335-8666**

The Michigan Department of Health and Human Services (MDHHS) does not discriminate against any individual or group because of race, religion, age, national origin, color, height, weight, marital status, genetic information, sex, sexual orientation, gender identity or expression, political beliefs or disability.

IDENTIFICATION REQUIREMENTS FOR APPLYING IN PERSON OR BY MAIL FOR A MICHIGAN BIRTH RECORD

Under Michigan law, birth records are restricted documents. To request a birth record, a current valid, government issued identification is required to establish eligibility (except for an unrestricted birth record that is at least 100 years old). To protect from identity theft, a copy of the applicant's government issued identification must be presented along with the application and fees.

Tier 1 Documentation that establishes identity by itself.

- ✓ U.S. or Foreign Passport
- ✓ U.S. Passport Card
- ✓ U.S. or U.S. Territories Driver's License or Identification Card
- ✓ U.S. Military Identification Card with **both** picture and signature
- ✓ Other U.S. or U.S. Territories issued document that meets the following criteria: Document must be unexpired. Document must contain a photograph and at least the following information: name, date of birth, date of expiration, signature, and address.

—OR—

Tier 2 Documentation must include all documentation in one of the categories below:

- ✓ Any of the documents in Tier 1 that expired within the past 5 years and any one document from Tier 3 issued within the past year.
- ✓ Employment identification with photo, accompanied with a pay stub or W-2 form issued within the past year.
- ✓ Student identification with photo, accompanied by a current report card or other proof of current school enrollment. Both documents must be for the same institution.
- ✓ Department of Corrections identification card accompanied by probation or discharge papers issued within the past year.
- ✓ If an inmate is currently incarcerated, a Department of Corrections identification card, accompanied by a verification of incarceration issued within the past year.

—OR—

Tier 3 Documentation must include at least three alternative documents of different types from the list below, one must have been issued within the past year:

- ✓ Any of the documents in Tier 1 expired more than 5 years.
- ✓ Social Security Card (must be signed)
- ✓ Marriage or Divorce certificate
- ✓ Your child's birth certificate
- ✓ IRS form W-2
- ✓ Paycheck stub
- ✓ Bank statement
- ✓ Voter registration
- ✓ Motor vehicle registration
- ✓ Health insurance card
- ✓ Utility Bill
- ✓ Doctor/hospital/dentist bill
- ✓ Religious/community organization documents, baptismal certificate
- ✓ Military DD-214 discharge paper or equivalent
- ✓ School records
- ✓ Letter/benefit statement from a government agency, like SSA or IRS
- ✓ Land or rental agreement
- ✓ Military ID with **either** a picture **or** signature.
- ✓ Other documents that establish identity to a degree equivalent to those listed above.